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CIA-RDP70-00211R000200100023-2

Report for Week Ending 25 January 1956
from
RECORDS DISPOSITION BRANCH

Project 5-32 - Office of Research and Reports [REDACTED]

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Legal authority has been obtained from National Archives and Congress for the destruction of 82 separate series of records on a continuing basis. The ORR Records Officer was notified that ORR schedules may now be fully applied. Project completion report is being prepared. Project is complete.

Project 5-77 - Office of Current Intelligence [REDACTED]

25X1A9a

Survey Report is being typed in final form and should be forwarded to OCI this week together with their Records Control Schedule. Project is 92% complete.

Project 6-12 - Office of Scientific Intelligence [REDACTED]

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Legal authority has been obtained from National Archives and Congress to reduce the retention period on one type of record from three years to one year. This should result in the destruction of 10cu. ft. of records in the Office and 20 cu. ft. of records at the Records Center. The OCI Records Officer was notified of this approval. Project completion report is being prepared. Project is complete.

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Project 6-15 - DD/I [REDACTED]

Form 115, "Request for Authority to Dispose of Records" has been prepared and forwarded to National Archives and Congress for approval of the destruction of two series of records. A report is being prepared. Project is 85% complete.

Project 5-70 - Office of Training [REDACTED]

25X1A9a

Coordination of the preliminary records control schedule for the Support Staff, OTR is continuing. The typing of the remainder of the schedule is in process. Project is 82% complete.

Approximately 58 cubic feet of Assessment Folders have been boxed and shipment to the Records Center is expected within the week.

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Project 6-11- Office of Personnel [REDACTED]

A meeting was held with the ARO, Office of Personnel, for the purpose of discussing comments submitted to this Office pertaining to the preliminary schedule for the Records and Services Division. Meetings will be held during the coming week with the Division and Branch Chiefs for the purpose of resolving these differences. Project is 36% complete.

General Information

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25X1A9a Meeting was held with [REDACTED] of [REDACTED] attended 25X1A9a by Mr. [REDACTED] of RMS. Purpose was to discuss a proposed review of their records management program. It was agreed that this project would start on 30 January 1956. Project initiation memo is being prepared.

Office of Basic Intelligence was notified that Congressional approval had been obtained for the destruction of 8 separate series of records that were pending on their records control schedule.

[REDACTED]
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